

COMMUNITY REDEVELOPMENT AGENCY

A Regular CRA Meeting was held on September 8, 2025 at 6:00 PM in the Council Chambers of City Hall and Via GoToMeeting (646) 749-3122 - Access Code: 855-960-693. Commissioner Steven F. Spina, PhD, called the meeting to order at 6:00 PM

Roll call was taken. Present were members Lance Smith, Jodi Wilkeson, Charles Proctor, Kenneth Burgess, Steven Spina and Mayor Melonie Bahr Monson. City Attorney Matthew Maggard was also present. City Manager William Poe arrived at 6:01 PM

Staff present: Chief of Police Derek Brewer, Public Works Director Shane LeBlanc, Planning Director Todd Vande Berg, CRA Director Gail Hamilton, HR & Risk Management Director Sandra Amerson, IT Director Mike Panak, Airport Manager Nathan Coleman, Finance Director Ted Beason, Public Information Officer Kevin Weiss, Building Official Calvin Switzer, Principal Planner Rodney Corriveau, GIS/Community Planner Tommy-Lee Hunt, Community Planner Will McCaw and City Clerk Ricardo Quiñones.

1. BUSINESS ITEMS

1.1 Approval of CRA Meeting Minutes - August 25, 2025

Charles Proctor motioned to Approve CRA Meeting Minutes for August 25, 2025. Seconded by Lance Smith. Motion Passed, 5-0.

1.2 Jeffries House Reroof

CRA Director Gail Hamilton presented the reroofing proposal for the Jeffries House. The roof, approximately 30 years old, was deemed in need of replacement rather than repair, which would cost an estimated \$15,000–\$20,000. The building official and Public Works Director provided supporting documentation. The total reroof estimate was \$39,007, including a contingency of approximately \$2,600 for unforeseen structural repairs.

Discussion included concerns about the lack of multiple bids. Staff explained that only one vendor responded to the original RFQ under the continuing services contract. The Board recommended that in future projects, Staff obtain at least three quotes from vendors within the continuing services pool to ensure competitive pricing.

Kenneth Burgess motioned to Approve the Jeffries House Reroof. Seconded by Lance Smith. Motion Passed, 5-0.

2. CRA DIRECTOR'S REPORT

CRA Director Gail Hamilton reported that playground equipment for the five parks had been ordered. The purchase includes installation for a turnkey solution. Ms. Hamilton confirmed that DC Johnson had begun conducting topographic surveys for all parks to ensure accurate placement of equipment.

3. MAIN STREET ACTIVITY REPORT - NONE

4. CITIZEN COMMENTS

Mr. Dean Johnson had signed up to speak but withdrew his request. No other citizen comments were made.

ADJOURN 6:07 PM

Submitted by Ricardo Quiñones